

APPENDICES

APPENDIX

A

**Federal Emergency Management Agency
EMERGENCY MANAGEMENT EXERCISE REPORTING SYSTEM**

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to range from 30 minutes for a limited exercise to 1 hour for a full-scale exercise, with an average of 45 minutes per response at the local level. At the state level, it is estimated to average 10 minutes per response to review input, and transmit to FEMA, data received from the local level. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington DC 20472.

PART 1 - GENERAL INFORMATION

1. Jurisdiction		2. EMPG Funded Jurisdiction <input type="checkbox"/> Yes <input type="checkbox"/> No		1. State NV	State Region IX
4. Type of Event Exercise <input type="checkbox"/> Tabletop <input type="checkbox"/> Functional <input type="checkbox"/> Full Scale		Actual Occurrence Exercise Credit being Requested <input type="checkbox"/> Local Declaration <input type="checkbox"/> State Declaration <input type="checkbox"/> Federal Declaration		5. Focus On: <input type="checkbox"/> Mitigation <input type="checkbox"/> Response <input type="checkbox"/> Recovery	
6. Date(s) of Event: Begin: End:					
7. Hazard Scenario Please enter only one (1) P for the Primary Hazard and one (1) or more S's for the Secondary Hazard(s)					
Natural Hazards		National Security		Terrorism	
P S	P S	P S	P S	P S	P S
<input type="checkbox"/> <input type="checkbox"/> Avalanche <input type="checkbox"/> <input type="checkbox"/> Dam Failure <input type="checkbox"/> <input type="checkbox"/> Drought <input type="checkbox"/> <input type="checkbox"/> Earthquake <input type="checkbox"/> <input type="checkbox"/> Flood <input type="checkbox"/> <input type="checkbox"/> Hurricane <input type="checkbox"/> <input type="checkbox"/> Other: <hr/>	<input type="checkbox"/> <input type="checkbox"/> Subsidence <input type="checkbox"/> <input type="checkbox"/> Tornado <input type="checkbox"/> <input type="checkbox"/> Tsunami <input type="checkbox"/> <input type="checkbox"/> Volcano <input type="checkbox"/> <input type="checkbox"/> Wild Fire <input type="checkbox"/> <input type="checkbox"/> Winter Storm	<input type="checkbox"/> <input type="checkbox"/> Chemical / Biological <input type="checkbox"/> <input type="checkbox"/> Civil Disorder <input type="checkbox"/> <input type="checkbox"/> Conventional Attack <input type="checkbox"/> <input type="checkbox"/> Increased Readiness <input type="checkbox"/> <input type="checkbox"/> Low-Intensity Conflict <input type="checkbox"/> <input type="checkbox"/> Nuclear Attack <input type="checkbox"/> <input type="checkbox"/> Other: <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Biological <input type="checkbox"/> <input type="checkbox"/> Chemical <input type="checkbox"/> <input type="checkbox"/> Explosive <input type="checkbox"/> <input type="checkbox"/> Hostage <input type="checkbox"/> <input type="checkbox"/> Nuclear <input type="checkbox"/> <input type="checkbox"/> Other: <input type="checkbox"/> <input type="checkbox"/>		
Technological / Man-made Hazards					
P S	P S	P S	P S	P S	P S
<input type="checkbox"/> <input type="checkbox"/> Dam Failure <input type="checkbox"/> <input type="checkbox"/> Exposure <input type="checkbox"/> <input type="checkbox"/> Hazardous Materials – Fixed Facility <input type="checkbox"/> <input type="checkbox"/> Hazardous Materials – Transportation	<input type="checkbox"/> <input type="checkbox"/> Power Failure <input type="checkbox"/> <input type="checkbox"/> Radiological – Fixed Facility <input type="checkbox"/> <input type="checkbox"/> Radiological – Transportation <input type="checkbox"/> <input type="checkbox"/> Structure Fires	<input type="checkbox"/> <input type="checkbox"/> Transportation Accidents Air / Rail / Highway / Water <input type="checkbox"/> <input type="checkbox"/> Other <hr/>			
8. Indicate the Number of Participants in each Category					
___ Appointed Officials ___ Civil Air Patrol ___ Communications ___ Elected Officials ___ Emergency Management	___ Finance ___ Fire ___ Health & Medical ___ Human Services ___ Law Enforcement	___ Local Emergency Planning Committee ___ Private Industry ___ Public Information ___ Public Participants	___ Public Works ___ Radiological ___ School P ___ Other:		

Please list individually for the following categories

Federal Agencies		Military:		Volunteer Agencies		Other:	
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

TOTAL PARTICIPANTS:

PART II - FUNCTIONS TESTED

Emergency Functions	Event Results S = Satisfactory or NI = Needs Improvement	Corrective Action Requirements (Check to show that a corrective action is required.)				
		Planning	Training	Personnel	Equipment	Facilities
1. Alert / Notification						
Response / Recovery Personnel	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Communications						
Telephone	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amateur Radio	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cellular	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Satellite	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email / Internet	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fax	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordination & Control						
Incident Command	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unified Command	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EOC Operations						
Direction & Control	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EOC Facility	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate EOC	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Power	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inter-Agency Communications	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Message Handling	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Mutual Aid						
Personnel from	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Equipment from other sites	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Effectiveness of Coordination						
Officials	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
EOC Staff	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Emergency Support Services	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Other Resp. / Rec. Personnel	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
4. Emergency Public Information						
Prior to the emergency	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
During the emergency	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Post-emergency period	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Centralized info. activities	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
De-centralized info. activities	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
5. Damage Assessment						
Private Sector	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Public Sector	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
6. Health & Medical						
Emergency Medical Services	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Environment & Public Health	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Mass Casualty	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Medical Facilities	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Radiological	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
7. Individual & Family Assistance						
Evacuation						
Facilities	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Shelters	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Evacuation Management	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Emergency Food/water/clothing	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
8. Public Safety						
Law Enforcement	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Fire	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Search & Rescue	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				

9. Public Works / Engineering						
Repairs, construction, support	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Debris removal	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
10. Transportation						
Land	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Water	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Air	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Personnel	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Equipment	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
11. Resource Management						
Elected/Appointed Officials	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Personnel trained in response	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Personnel familiar with EOP	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Equipment Availability	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Succession of Leadership	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Pre-delegation of Authority	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Emergency Action Steps	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Safeguarding of Records	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Protection of Resources	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
12. Warning						
From EOC or Command Post	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Outdoor Siren	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Emergency Alerting System	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Media	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				
Special Needs Population	<input type="checkbox"/> S / <input type="checkbox"/> NI	<input type="checkbox"/>				

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PART III - ACTUAL OCCURRENCE

The follow information is to be provided when requesting exercise credit for an actual disaster	Number Fatalities	Number Injured	Number Evacuated	Number Sheltered-	Estimated Public Damages	Estimated. Private Damages
	_____	_____	_____	_____	_____	_____

PART IV - CORRECTIVE ACTIONS

COMMENTS: *(Add additional pages as necessary. When commenting on, and identifying corrective actions, include the BLOCK NUMBER of the Emergency Function you indicated as needing improvement and the following codes for the corrective action checked. P=Planning; T=Training; PE=Personnel; E=Equipment; F=Facilities.)*

PART V - STATE COMMENTS

PART VI - SIGNATURES

Prepared By:	Title	Date

State Approving Official (State Exercise Training Officer)	Date:
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**Nevada State Emergency Response Commission
EXERCISE REPORTING FORM**

PART 1 - GENERAL INFORMATION

1. Jurisdiction	2. SERC Funded Jurisdiction <input type="checkbox"/> Yes <input type="checkbox"/> No	3. Date(s) of Event: Begin: End:
4. Type of Event Exercise <input type="checkbox"/> Tabletop <input type="checkbox"/> Full Scale <input type="checkbox"/> Functional	Actual Occurrence (Exercise Credit being Requested) <input type="checkbox"/> Local Declaration <input type="checkbox"/> Federal Declaration <input type="checkbox"/> State Declaration	5. Focus On: <input type="checkbox"/> Mitigation <input type="checkbox"/> Recovery <input type="checkbox"/> Response

6. Hazard Scenario

Please enter only one (1) P for the Primary Hazard and one (1) or more S's for the Secondary Hazard(s)

Natural Hazards P S P S	National Security P S	Terrorism P S
<input type="checkbox"/> <input type="checkbox"/> Avalanche <input type="checkbox"/> <input type="checkbox"/> Dam Failure <input type="checkbox"/> <input type="checkbox"/> Drought <input type="checkbox"/> <input type="checkbox"/> Earthquake <input type="checkbox"/> <input type="checkbox"/> Flood <input type="checkbox"/> <input type="checkbox"/> Hurricane <input type="checkbox"/> <input type="checkbox"/> Other:	<input type="checkbox"/> <input type="checkbox"/> Subsidence <input type="checkbox"/> <input type="checkbox"/> Tornado <input type="checkbox"/> <input type="checkbox"/> Tsunami <input type="checkbox"/> <input type="checkbox"/> Volcano <input type="checkbox"/> <input type="checkbox"/> Wild Fire <input type="checkbox"/> <input type="checkbox"/> Winter Storm	<input type="checkbox"/> <input type="checkbox"/> Chemical / Biological <input type="checkbox"/> <input type="checkbox"/> Civil Disorder <input type="checkbox"/> <input type="checkbox"/> Conventional Attack <input type="checkbox"/> <input type="checkbox"/> Increased Readiness <input type="checkbox"/> <input type="checkbox"/> Low-Intensity Conflict <input type="checkbox"/> <input type="checkbox"/> Nuclear Attack <input type="checkbox"/> <input type="checkbox"/> Other:

Technological / Man-made Hazards

P S	P S	P S
<input type="checkbox"/> <input type="checkbox"/> Dam Failure <input type="checkbox"/> <input type="checkbox"/> Exposure <input type="checkbox"/> <input type="checkbox"/> Hazardous Materials – Fixed Facility <input type="checkbox"/> <input type="checkbox"/> Hazardous Materials – Transportation	<input type="checkbox"/> <input type="checkbox"/> Power Failure <input type="checkbox"/> <input type="checkbox"/> Radiological – Fixed Facility <input type="checkbox"/> <input type="checkbox"/> Radiological – Transportation <input type="checkbox"/> <input type="checkbox"/> Structure Fires	<input type="checkbox"/> <input type="checkbox"/> Transportation Accidents Air / Rail / Highway / Water <input type="checkbox"/> <input type="checkbox"/> Other _____

7. Indicate the Number of Participants in each Category

___ Appointed Officials ___ Civil Air Patrol ___ Communications ___ Elected Officials ___ Emergency Management	___ Finance ___ Fire ___ Health & Medical ___ Human Services ___ Law Enforcement	___ Local Emergency Planning Committee ___ Private Industry ___ Public Information ___ Public Participants	___ Public Works ___ Radiological ___ School ___ Personnel ___ Other:
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Please list individually for the following categories

Federal Agencies	Military:	Volunteer Agencies	Other:
_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____

TOTAL PARTICIPANTS: _____

PART II - ACTUAL OCCURRENCE

The follow information is to be provided when requesting exercise credit for an actual disaster	Number Fatalities	Number Injured	Number Evacuated	Number Sheltered-	Estimated Public Damages	Estimated. Private Damages
	_____	_____	_____	_____	_____	_____

PART III - CORRECTIVE ACTIONS

Comments: *(Attach additional pages as necessary)*

PART VI - SIGNATURES

Prepared By:	Title	Date
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APPENDIX

B

STATE OF NEVADA

STATE EMERGENCY RESPONSE COMMISSION

ORIGINATED BY: Karen J. Kennard	ORIGINATED DATE: 05/01/03	APPROVED BY: Richard Brenner, Co-Chair
REVISED BY: Karen J. Kennard	REVISED DATE: 04/08/04	Richard Mirgon, Co-Chair
DATE ISSUED: 05/01/03	DATE EFFECTIVE: 05/01/03	SUBJECT: Annual Hazardous Materials Response Plan Review
PROCESSED BY:	SPECIAL INSTRUCTIONS:	POLICY NO: SERC 8.1

PRINCIPLE:

The State Emergency Response Commission (SERC) and the Local Emergency Planning Committees (LEPC) are established by the federal Superfund Amendment Reauthorization Act, Title III (SARA Title III), Emergency Planning and Community Right to Know (EPCRA). Pursuant to these laws, the SERC shall supervise and coordinate the activities of the LEPCs. The SERC reviews the local emergency plans and makes recommendations for revisions to ensure compliance with the National Response Team Guidelines (NRT-1).

Among the SERC's working committees is a Planning and Training Subcommittee which has been designated to review the LEPC plans.

POLICY:

The State Emergency Response Commission has appointed a Funding Committee. The Funding Committee has appointed a Planning and Training Subcommittee. This Planning and Training Subcommittee is charged with review of LEPC hazardous materials response plans. The Planning and Training Subcommittee will verify the plan is in compliance with the NRT-1.

Each LEPC must have a hazardous materials response plan in compliance with NRT-1 on file with the SERC office. The LEPC must annually review the plan. Plan review results and/or updates must be filed in writing with the SERC by January 31st of each year. Failure to submit plan review results and/or updates will designate the plan as non-compliant and subject to the procedures outlined herein. Non-compliance with these procedures will result in the LEPC being ineligible for any funding from the SERC until the Planning and Training Subcommittee reviews plans in February of the next year.

PROCEDURES:

- A. During February of each year the Planning and Training Subcommittee will review the plan review results and/or updates submitted and notify each LEPC Chair of any identified deficiencies.
- B. Within 45 days of notification, the LEPC must respond to the notice of deficiencies. If an updated plan was submitted and found to be deficient, the LEPC must bring the plan into compliance and resubmit the corrected plan to the SERC for review by the assigned member(s) of the Planning and Training Subcommittee.
- C. After 45 days, the Planning and Training Subcommittee will submit to the Funding Committee a list of LEPCs that have complied with this policy. Only LEPCs compliant with this policy will be eligible for funds during the year.

APPENDIX

C

STATE OF NEVADA

STATE EMERGENCY RESPONSE COMMISSION

ORIGINATED BY: Karen J. Kennard	ORIGINATED DATE: 7/10/03	APPROVED BY: Richard Brenner, Co-Chair
REVISED BY: Karen J. Kennard	REVISED DATE: 4/08/04	Richard Mirgon, Co-Chair
DATE ISSUED: 7/10/03	DATE EFFECTIVE: 7/10/03	SUBJECT: Grant Application, Grant Awards
PROCESSED BY:	SPECIAL INSTRUCTIONS:	POLICY NO: SERC 8.2

PRINCIPLE:

The State Emergency Response Commission awards grants with funds from the federal government and fees collected from facilities within the State of Nevada. Grants are awarded to assist the counties, through the Local Emergency Planning Committees, and other agencies allowed pursuant to NRS 459.735, to conduct planning and training, and identify equipment needs for first responders.

POLICY:

A. Applications to apply for grants will be sent to the Local Emergency Planning Committees (LEPCs), or other agencies pursuant to NRS 459.735, allowing at least six weeks for the applications to be returned to SERC for funding consideration. Applications may be submitted requesting appropriate elements as outlined in the application kit.

1. The SERC receives two main revenue sources for funding grants:

a. Fees

Fees collected from fixed facilities provide revenue for SERC grants. Approved expenses include planning, training, equipment, operations and community right to know activities as they relate to hazardous materials.

All training requests must first be made through the State Fire Marshal's Office (SFM). If the SFM declines the training, the request may be included in the SERC grant application.

Any application including consultant/contractor services must include a quote and scope of work from the consultant/contractor. Contract costs are limited to \$450 per day.

Requests for equipment must be made in accordance with the costs on the list attached to the grant application. For equipment not included on the list, the application must include a firm quote for the equipment.

Operation funds are automatically awarded to each LEPC from this revenue source. These funds are to pay the general operation costs of the LEPC as they relate to hazardous materials under SARA Title III, EPCRA, and SERC laws, regulations and policies. Costs must be reasonable and appropriate to the operation of the LEPC and include:

- , Postage
- , Office supplies
- , Telephone charges
- , Copying
- , Publication costs
- , Equipment maintenance
- , Meeting costs
- , Refreshments*
- , Travel to SERC/LEPC meetings for all LEPC members
- , Clerical Assistance**
- , Grant writing
- , Announcement of LEPC activities on radio, television, newspapers, etc.

*Expenses incurred for food and/or beverages provided at LEPC training sessions, LEPC meetings or LEPC conferences are allowed provided they satisfy the following three tests:

- < the costs of the food and/or beverages are considered reasonable
- < the food and /or beverages are provided at a LEPC function
- < the food and/or beverages provided are not related directly to amusement and/or social events (Any event where alcohol is being served is considered a social event and, therefore, costs associated with that event are not allowable.)

** Clerical Assistance is limited to 50% of the amount awarded in the operation category and must be declared as a line item of the budget presented in the grant application. Clerical assistance is defined as: prepare and post agendas; attend LEPC meetings; prepare and distribute minutes of the meetings; travel to and from meetings to include mileage; prepare grant applications to the SERC; prepare financial reporting forms; prepare an Annual Progress Report to the SERC.

b. Federal Grants

Money awarded from federal agencies to SERC provides revenue for SERC subgrants. The SERC may award state or local subgrants for planning and training activities as they relate to hazardous materials and are in compliance with federal and SERC terms and conditions. State agencies, including SERC, which receive subgrants will comply with state purchasing rules and state budgetary authority.

All training requests other than for HazMat Explo must first be made through the SFM. If the SFM declines the training, the request may be included in the HMEP grant application.

Any application including consultant/contractor services must include a quote and scope of work from the consultant/contractor. Contract costs are limited to \$450 per day.

c. Unallowable Expenses

Expenses not related to LEPC functions pursuant to federal and state laws and regulations are not allowed. Unallowable expenses include, but are not limited to, activities relating to homeland security, weapons of mass destruction, terrorism, search and rescue, drug labs, and functions of other agencies. Additionally, finance charges, late fees and taxes are unallowable expenses from grants provided by the SERC.

PROCEDURES:

- A. At its' quarterly meeting, or a special meeting if necessary, the LEPC must discuss, determine, and approve the appropriate funding request, including the percentage of operation funds to be used towards clerical assistance. The LEPC will submit an application based on its determined needs for the county as a whole. As determined by the LEPC, the funding request may provide planning, training and equipment to, but not limited to, state and local entities, private companies, non-profit corporations, public utilities owned and operated by political subdivisions of the State and general improvement districts involved in preventing, responding to and mitigating hazardous materials incidents.
- B. Upon receipt of the applications, SERC staff will review to ensure compliance with state and federal terms and conditions.
- C. SERC staff will distribute the applications to the Planning & Training Subcommittee and the Funding Committee within ten working days of the application deadline for submittal.

- D. The Planning & Training Subcommittee meet and review the applications to determine appropriateness and eligibility of the request when compared to the level of response. The Planning & Training Subcommittee will make recommendations to the Funding Committee.
- E. The Funding Committee will meet and review the applications to determine appropriateness and eligibility based on the Planning and Training Subcommittee's recommendations. The Committee will also determine the amount of funds to award. The Committee will make recommendations to the SERC.
- F. Funding of the applications will be placed on a SERC agenda for approval. Grants will be awarded based on the applications submitted and the availability of money. If time constraints do not permit review of an application by the Planning and Training Subcommittee and/or the Funding Committee, the SERC may consider an award of any application which has been agendaized.
- G. SERC staff will prepare the award documents, obtain the Executive Director's approval and signature, and distribute consistent with the SERC approved amounts and conditions.
- H. Grant awards are signed by the LEPC chair and returned to the SERC for filing

APPENDIX

D

**STATE OF NEVADA
EMERGENCY RESPONSE COMMISSION**

STANDARD EQUIPMENT PRICE LIST

SCBA-4500 psi high pressure, 45 min cylinder, face piece, buddy breather. -----\$3,000

SCBA – Cylinders

30 min. high pressure -----\$ 690
45 min. high pressure -----\$ 725
60 min. high pressure -----\$ 795

Breathing Air:

DOT Air Cascade System – 4500 psi, 4 cylinder package, brackets, -----\$ 2,600
pigtails, tees, nuts, nipples, valves, and hp regulator.

Dual Containment Fill Station ----- \$ 3,700
Portable Compressor – Airflow 21 cfm, 2 hp, 115/230 VAC. ----- \$ 1,700

Radios – Hand held:

VHF 5 watt ----- \$ 480
800 MHz ----- \$1,030

Mobile:

50 Watt, Mic Mounting Bracket, Cables, Antenna ----- \$ 600

ICRI Radio Interoperability Unit (Radio Crossband – VHF, UHF, 800MHz):

5 Radio + 1 handset + 1 telephone I/O Port, carrying case. ----- \$ 7,500
Multiple radio interface cables, power option adapters, telephone options, ----- \$ 2,500
extension cables, buffers.

Thermal (in fared) Imaging Detector:

Portable, light weight, heat tested, water resistant, NiMH rechargeable ----- \$ 10,000
battery.

Atmospheric Detector:

Four Gas Detectors for LEL Combustible, Oxygen, Carbon Monoxide, and ---- \$ 1,800
Hydrogen Sulfide Gas.

Desktop Computer:

Pentium 4 Processor, 512 MB Ram, 17” Flat Panel Monitor, 20+ GB Hard ----- \$ 1,700
Drive, 104 Key Keyboard, Mouse, Speakers, O/S Windows XP Pro,
3 to 4 Year Service Support, Printer – Local Laser Jet, Mono (B&W),
Anti-Virus Software, Microsoft Office XP Pro

Laptop Computer:

Pentium Processor, 256 MB Ram, 20+ GB Hard Drive, 3.5" – 1.44 MB ----- \$ 2,300
Diskette Drive, CD-ROM or CD-RW or DVD, Network
Interface Card (NIC), Nylon Carrying Case, O/S Windows XP Pro,
Anti-Virus Software, Microsoft Office XP Pro.

Copier/Printer/Scanner/Fax (MFCM):

Inkjet/Laser, Color/Mono, Flatbed, Multi-function Machine (Can be used ----- \$ 400
With Desktop Computer).

LCD Multimedia Projector:

SVGA Resolution, 2000 ANSI Lumens, All Cables (5), 2 – Batteries, ----- \$ 2,000
Soft Carrying Case, 3 Yr Service Plan.

Emergency Response Trailer:

8' x 16', 5 Ton, 200 GVRW, 2 Axels, Rear Double Doors, Elec. ----- \$10,000
breaks, W/Breakaway Battery, (2) Spare Tires and Wheels, (2)
spare Tire Carriers, 36" Side Entry Door, (2 pr) HD Stabilizer Jacks,
14" x 14" Screened Roof Vents (3 – 12 Volt W/Fans), 36" Single
tube Lights (3 – 12 Volt), LED Safety Pkg., Interior Partition Walls,
roof Racks, Surcharge, and Freight.

Generator – Back-up Power:

Portable, Gas Powered, 120/240 Volts, 5,000 Watts, Current @VAC ----- \$ 1,700
57.0/27.0 Amps.

Binoculars:

16 x 50 Power ----- \$ 200
Spotting Scope 15 – 45 x 60 Power ----- \$ 260

APPENDIX

E

STATE OF NEVADA

STATE EMERGENCY RESPONSE COMMISSION

ORIGINATED BY: Mary Lynne Evans	ORIGINATED DATE: 04/20/00	APPROVED BY: Richard Brenner, Co-Chair
REVISED BY: Karen J. Kennard	REVISED DATE: 04/08/04	Richard Mirgon, Co-Chair
DATE ISSUED: 04/20/00	DATE EFFECTIVE: 04/20/00	SUBJECT: Certified Assurances and Compliance Certification
PROCESSED BY:	SPECIAL INSTRUCTIONS:	POLICY NO: SERC 8.3

PRINCIPLE:

The State Emergency Response Commission will invoke all federal and state rules and regulations which are pertinent to establishing, supervising, and coordinating the LEPCs and grant management. To enforce the laws, regulations and rules, the SERC must be able to demonstrate the LEPCs are aware.

POLICY:

Each grantee/sub-grantee is required to submit signed Certified Assurances prior to receiving a grant award. Each LEPC is required annually, by March 31, to submit signed LEPC Compliance Certifications to the SERC.

PROCEDURES:

The following requirements must be complied with prior to the start of a grant. The Funding Committee will be notified if an applicant is or is not in compliance of the following:

1. **CERTIFIED ASSURANCES:** The grantee/sub-grantee must sign and submit the Certified Assurances agreeing to abide by the rules and regulations governing grant funds awarded. This agreement requires the signatures of the Governmental Unit (County Commission, County Manager) and the chairman of the Local Emergency Planning Committee. A grant award will not be forwarded to the grantee/sub-grantee until the Certified Assurances are properly signed and submitted. Reference the Local Emergency Planning Committee Handbook Policies 8.5 and 8.6 - Financial Reports, Policy 8.8 and Appendix "N" - Annual Progress Report, and Policy 8.7 - Grant Change Request.
2. **LEPC COMPLIANCE CERTIFICATION:** The LEPC Chair must sign the LEPC Compliance Certification indicating compliance with administrative requirements annually, by March 31. The SERC will verify each requirement.

The following must be met by the LEPCs to comply with all applicable local, state, and federal regulations and reported timely to the SERC even if not currently receiving grant funds:

- a) Bylaws must be reviewed by the LEPC annually. All changes in the Bylaws, or a letter stating there are no changes, and a current membership list, must be submitted to the SERC by March 31 (Policy 8.9).
- b) LEPC meetings must be held at least quarterly. All meetings must be conducted in compliance with the Nevada Open Meeting Law (OML), ref: <http://ag.state.nv.us/oml/oml.htm>. Agendas and minutes of all meetings, including special meetings, must be forwarded to the SERC.
- c) If a recipient of grant funds, all required reports which summarize the financial management of these grants must be timely submitted to the SERC (Policies 8.5 and 8.6).
- d) The County Hazardous Materials Emergency Plan (or haz-mat portion of the jurisdiction's "all hazards" plan) must be reviewed and/or updated annually. Any changes, or written verification there are no changes, must be submitted to the SERC by January 31 (SERC Policy 8.1).
- e) LEPCs must exercise their hazardous materials emergency response plans at least annually. This exercise may be a tabletop, full scale, or both (EPCRA Section 303(b) and SERC Policies 8.6 and 8.8). The SERC has determined certain real events may qualify to satisfy this requirement. A complete report of the response may be submitted to the SERC for evaluation.
- f) The Emergency Planning and Community Right-to-Know Act "information availability" must be published in the local newspaper annually (EPCRA Section 312). A copy of the standard Affidavit of Publication must be sent to the SERC.

APPENDIX

F

CERTIFIED ASSURANCES

A COPY OF THESE ASSURANCES, IN ITS ENTIRETY, WITH ORIGINAL SIGNATURES, MUST ACCOMPANY THE GRANT APPLICATION

Upon acceptance of funding from the State of Nevada Emergency Response Commission (SERC), the lead governmental unit hereby agrees to the following Certified Assurances governing the awarding of funds.

- A) **FINANCIAL REPORTS** – The grantee/sub-grantee agency is required to submit, at a minimum quarterly, financial reports to the SERC. Reporting must be made in accordance with all applicable federal, state, and local laws and regulations, and SERC Policies 8.5 and 8.6.

No expenditures or obligations will be eligible for compensation if occurring prior to the award period. All funds need to be obligated by the end of the grant period and expended by the final report date as stated in the grant award cover letter. Failure to submit proper reports pursuant to current policies may jeopardize future funding from the SERC.

- 1) **Request for advance:** May be used only if expenses total over \$2,000.00 and is accompanied by a dated purchase order or quote.
- 2) **Report on expenditure of advance:** Show the actual expenditure of the advanced funds. This report is due **within 30 days** of the date of the advanced check and must include copies of dated invoices and proof of payment. If the amount advanced is more than the amount spent, or the advanced amount is not spent within the 30 days, the unexpended funds are to be returned to the SERC within 45 days of the date of the check.
- 3) **Request for reimbursement:** Complete and submit a financial report form for all expenditures funded by the grant within 30 days of the expenditure. Include copies of dated invoices and proof of payment. Any other form of documentation for expenditures must be approved by the SERC staff. If additional funds are used toward the project, report those expenditures as a **match** in the appropriate line on the report form.
- 4) **Quarterly report required:** If there are no expenditures within the quarter, a report with an explanation of why is due by the end of the month following the end of the quarter. Due dates for quarterly reports are as follows:

October 31	- (for reporting period July 1 to September 30);
January 31	- (for reporting period October 1 to December 31);
April 30	- (for reporting period January 1 to March 30); and
July 31	- (for reporting period April 1 to June 30).
- 5) **Final report:** There will be no further expenditures. This grant is closed and no further reports are necessary. This report is due by the final report date, or if no further funds will be spent prior to the end of the award period.

- B) ANNUAL PROGRESS REPORT** -- A narrative summarizing LEPC accomplishments and activities performed using the funds from all grants awarded during the year ending June 30 will be submitted by July 31. This report will verify the activities have met the goals and objectives outlined in the grant applications and will include all exercises (full-scale and tabletop) and all real events responded to. Attendance rosters must be provided for workshops and training events. Reference SERC Policy 8.8 and Appendix "N" in the LEPC Handbook for a report outline.
- C) GRANT CHANGE REQUEST** - Grant expenditures are authorized for the purposes set forth in this application as approved in the grant award and in accordance with all applicable laws, regulations, and policies and procedures of the State of Nevada and the applicable federal granting agency. Any request for change in the project must be submitted to the SERC and approved in writing or on the record prior to its implementation. Approval may be required by the Funding Committee if the change is significant (SERC Policy 8.7).
- D)** The applicant certifies, through the submission of the grant application for funding, neither the lead agency, county government nor any of its participating agencies are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any federal department or agency.
- E)** The applicant assures that the fiscal accountability of the funds received from the State Emergency Response Commission (SERC) will be managed and accounted for by the lead agency's chief comptroller and that internal control and authority to ensure compliance with SERC's documentation, record keeping, accounting, and reporting guidelines will reside with that individual.
- F)** The applicant and its contractors will comply with the nondiscrimination requirements of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the American Disabilities Act of 1992.
- G)** The applicant will abide by audit requirements as specified in OMB Circular A-133, Audits of State and Local Governments as revised August 29, 1997.
- H)** Any publication (written, visual, or sound) issued by the sub-grantee describing programs funded whole or in part with federal funds, shall contain the following statement:

"This program was supported by Grant # _____, awarded by the Nevada State Emergency Response Commission (and, if a HMEP grant, the U.S. Department of Transportation). Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position of policies of the State Emergency Response Commission (and, if a HMEP grant, U.S. Department of Transportation)."

- I) The applicant fully understands the State Emergency Response Commission (SERC) has the right to suspend, terminate, or de-obligate grant funds to any grantee/sub-grantee that fails to conform to the requirements or the terms and conditions of its' grant award.
- J) **LOBBYING** - No grant funds appropriated will be paid, by or on behalf of the grantee/sub-grantee, to any person for influencing or attempting to influence an officer, employee, or a member of Congress, or an officer, employee, or any member of the Nevada State Legislature.
- K) Project related income, (i.e., registration fees, royalties, sales of real and personal property) must be used for the purpose of furthering the goals and objectives of the project or program from which the income was generated. Interest earned must be returned to the State Emergency Response Commission (SERC.)

SIGNATURES REQUIRED

GOVERNMENTAL UNIT (I.E., COUNTY COMMISSION, COUNTY MANAGER)

NAME (PRINT): _____ TITLE: _____

SIGNATURE: **X** _____ DATE: _____

LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN

NAME (PRINT): _____ TITLE: _____

SIGNATURE: **X** _____ DATE: _____

RETURN THIS FORM WITH THE APPLICATION

APPENDIX

G

LEPC COMPLIANCE CERTIFICATION

The following must be met by the Local Emergency Planning Committees (LEPCs) as a requirement for compliance with SERC policies and procedures. This checklist must be completed, signed, and returned annually by March 31.

A check mark in the squares on the left will indicate a YES response.

- Have changes in the LEPC Bylaws and Membership list been submitted to SERC?

Bylaws reviewed/updated - Date: _____

Membership list reviewed/updated - Dated: _____

- Have LEPC meetings been held, at a minimum quarterly, and have agendas and minutes of all meetings, including special meetings, been forwarded to the SERC?
- Has the LEPC submitted all required reports which summarize the financial management of the active grants (*i.e., copies of invoices and verification of expenditures ?*)
- Has the LEPC reviewed and/or updated its hazardous materials emergency plan (or haz-mat portion of the jurisdiction's "all hazards" plan) within the last year?

Review/update - Date: _____

- Has the LEPC conducted an exercise, tabletop or full scale, of its hazardous materials emergency response plan within the last year?

Indicate the date and type of the most recent exercise: _____

- Has the LEPC met the **annual** requirement of publishing the Emergency Planning and Community Right-to-Know Act "information availability" in the local newspaper? Has the standard Affidavit of Publication been sent to the SERC ?

Date of publication: _____

As chairman of the _____ Local Emergency Planning
County Name

Committee I attest all information provided on this eligibility certification is accurate.

Y _____ Date: _____

LEPC Chair Signature

APPENDIX

H

STATE OF NEVADA

STATE EMERGENCY RESPONSE COMMISSION

ORIGINATED BY: Mary Lynne Evans	ORIGINATED DATE: 06/07/00	APPROVED BY: Richard Brenner, Co-Chair
REVISED BY: Karen J. Kennard	REVISED DATE: 04/08/04	Richard Mirgon, Co-Chair
DATE ISSUED: 06/07/00	DATE EFFECTIVE: 06/07/00	SUBJECT: Grant Project File & Project Numbering
PROCESSED BY:	SPECIAL INSTRUCTIONS:	POLICY NO: SERC 8.4

PRINCIPLE:

Each grant awarded will have a unique project number assigned for filing and reference purposes. Each grant folder will be consistent to aid in the administration of the grants.

POLICY:

Project grant folders will be prepared for each grant award. A unique number will be assigned to each grant for filing and reference purposes. The file will have thorough documentation depicting all events affecting the grant. The project number will indicate fiscal year, type of funding, recipient identification number and the number of grants written to that one entity with the same type of funding during that fiscal year.

PROCEDURES:

GRANT PROJECT FILE:

- A. A folder will be created for each grant program awarded to each grantee/sub-grantee. Each folder will be labeled to designate the county, type of grant and grant number sequence.
- B. An example of a grant award number is 03-SERC-01-01. The number will consist of the following:
 - 1. First two digits indicate the fiscal year of the grant period.
 - 2. The second segment of numbers or letters denote the type of grant.
 - 3. The third segment of numbers is the county designation. Nevada has 17 counties. These counties are listed in alphabetical order and numbered accordingly.
 - 4. The last two digits denote the number of grants awarded to the grantee from the designated grant funds. (The SERC may have more than one cycle of grant funds available within a fiscal year.)

- C. All information concerning the grant will be filed in the appropriate grant file. There will be no duplicate copies, no adhesive "post-it" notes or, to the extent possible, no loose papers.

COUNTY FILE:

- A. A folder will be created for each Local Emergency Planning Committee receiving a grant award in the fiscal year.
- B. All information concerning the LEPC and not related to a specific grant will be filed in the County file.

APPENDIX

I

STATE OF NEVADA

STATE EMERGENCY RESPONSE COMMISSION

ORIGINATED BY: Karen J. Kennard REVISED BY: Karen J. Kennard	ORIGINATED DATE: 01/09/03 REVISED DATE: 04/08/04	APPROVED BY: Richard Brenner, Co-Chair Richard Mirgon, Co-Chair
DATE ISSUED: 07/01/03	DATE EFFECTIVE: 07/01/03	SUBJECT: Funding of Grants
PROCESSED BY:	SPECIAL INSTRUCTIONS:	POLICY NO: SERC 8.5

PRINCIPLE:

The State Emergency Response Commission distributes grant funds to the Local Emergency Planning Committees within each of the seventeen counties. For proper grant management, the SERC will provide funds on a reimbursement basis.

POLICY:

The State Emergency Response Commission may provide funding to LEPCs on a reimbursement basis. Upon request by the LEPC, advanced funding for expenses over \$2,000 may be made.

PROCEDURES:

- A. During open grant cycles, applications will be submitted by LEPCs. Applications will be reviewed by the Planning & Training Subcommittee, Funding Committee and approved as appropriate by the SERC.
- B. Grant awards will be prepared, signed by the Executive Director and sent to the LEPC chairs. Signature of the LEPC chair on the grant award finalizes the agreement between the LEPC and the SERC for the grant funding amount and purpose.
- C. For the purpose of these procedures, the SERC designates quarters based on a fiscal year, July to June, as follows:

1 st quarter	July – September
2 nd quarter	October – December
3 rd quarter	January – March
4 th quarter	April – June

D. The following procedures will be implemented to provide the funds to the grantee/subgrantee:

1. Reimbursement:

- a. The LEPC will request reimbursement by completing and submitting a Financial Report form with the appropriate box checked. The submission must include dated invoices and proof of payment. Supporting documentation in requesting reimbursement for clerical assistance includes time sheets, LEPC log showing the time spent on LEPC business, mileage claims and the appropriate agenda, minutes, grant application, annual report, etc. Requests for reimbursement shall be submitted within 30 days of the expenditure.
- b. If no expenditures have been made, a financial report indicating this is due the end of the month following the end of the quarter.
- c. Within 5 working days of receipt, SERC staff will conduct a desk audit of the report and information submitted. Expenses are examined to ensure compliance with federal and/or SERC terms and conditions. Discrepancies or questions will be immediately addressed with the submitting agency. Upon approval of the request, SERC staff will process the report for payment through the state Integrated Financial System within one day.
- d. A "Final" Financial Report is due 45 days after the end of the grant period. All remaining expenditures and supporting documentation must be submitted for reimbursement.

2. Advanced Funding:

- a. The LEPC may make a request for advanced funding for purchases totaling more than \$2,000. The Financial Report with the appropriate box checked must be submitted with a copy of the purchase order showing the processing date and costs of purchase.
- b. Within 5 working days of receipt, SERC staff will verify the purchase is appropriate to the grant award and process the request for payment through the state Integrated Financial System.
- c. The LEPC will report on expenditure of advanced funds by completing and submitting a Financial Report form with the appropriate box checked. The submission must include invoices and proof of payment. Report of expenditure of advanced funds must be filed within 30 days of the date of the check. Failure to submit timely proof of payment may jeopardize future funding from the SERC.

- d. If the purchase is not timely completed or the advanced amount was more than the actual purchase price, the unspent funds must be returned to the SERC within 45 days of the date of the check. Failure to return unexpended funds timely may jeopardize all future funding from the SERC.

APPENDIX

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State of Nevada

Emergency Response Commission (SERC)

FINANCIAL REPORT

LEPC: _____ Grant No.: _____
 Address: _____ Report No: _____
 Grant Title: _____ From: _____ To: _____

Type of Request

- Request for advance, (total must be for over \$2,000.00 and accompanied by a dated purchase order or a quote.)
- Report on expenditure of advance.
- Request for reimbursement.
- Quarterly Report, (required if there are no expenses with a written explanation of why.)
- Final Report, (there will be no further expenditures. This grant is closed and no further reports are necessary.)

Status of Funds

1. Total expenditures previously reported \$ _____
2. Total advance requested this period \$ _____
3. Total expenditures this period \$ _____
4. Total expenditures to date (line 1+3) \$ _____
5. Total funds authorized \$ _____
6. Unspent balance of funds (line 5-4) \$ _____

Budget Summary

Category	Budgeted Amounts	Previously Reported	Current Period Expenditures/ Advance Requested	Total Reported
Planning	\$ _____	\$ _____	\$ _____	\$ _____
Training	\$ _____	\$ _____	\$ _____	\$ _____
Operating	\$ _____	\$ _____	\$ _____	\$ _____
Equipment	\$ _____	\$ _____	\$ _____	\$ _____
Match			\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____	\$ _____

Total reimbursement/advance requested on this report \$ _____

Attached are copies of all dated invoices and, if this report is for reimbursement or expenditures of an advance, proof of payment to substantiate the expenses reported. I certify to the best of my knowledge and belief, this report is correct and complete and all expenditures/ advances were for the purposes set forth under the terms of the approved project.

Signature of LEPC Chair _____ **Date** _____

INSTRUCTIONS FOR COMPLETING THE FINANCIAL REPORT FORM

Financial Reports may be submitted to request an advance of funds, report on expenditures of an advance, request for reimbursement of funds, quarterly report (required if there were no expenses), or as a final (closing) report on a grant.

Complete the LEPC name and address; grant title; grant number of the grant being reported on; report number (consecutive); and period covered by the report (from the day after the last report to the current day).

Check the appropriate box:

Request for advance of grant funds which may be used only if the total expense is over \$2,000, and must be accompanied by a dated purchase order or quote.

Report on expenditures of advance showing the actual expenditure of the advanced funds. This report is due within 30 days after the date of the advanced check and proper back-up applies. If the amount advanced is more than the amount spent or the advanced amount is not spent within 30 days, the unexpended funds are to be returned to the SERC within 45 days of the date of the check. If the amount spent is more than the amount requested in the advance, the additional amount may be requested on this form (mark *report on expenditure* and *request for reimbursement*) with a brief explanation.

Request for reimbursement must be made within 30 days of expenditure with proper back-up.

Quarterly reports are required by the end of the month following the end of a fiscal quarter if no expenditures have been made in the quarter. This report must include an explanation as to why grant funds have not being spent.

Final report will document there are no further expenditures to be made from this grant. The grant will be closed and no further financial reports are necessary.

Proper back-up documentation consists of: This Financial Report form, an itemized spreadsheet or list (showing grant number, category of expenditure, date of expense, description of expense, and amount of expenditure), invoices or bills, and proof and date of payment.

Status of Funds section

Line 1 reflects the total of the expenditures previously reimbursed.

Line 2 reflects the total amount of advance requested (**this is not yet an expense so 1 and 3 – 6 need not be completed**).

Line 3 reflects the current total expenditures, less any match, or expenditures of the advance (even if they exceed the amount advanced).

Line 4 reflects the total of previous expenditures and current expenditures (lines 1 + 3).

Line 5 reflects the total amount of the grant award (all categories).

Line 6 reflects the unspent amount remaining in the grant (lines 5 – 4).

Budget Summary section

This section of the form reflects the breakdown by category. Grants may have a variety of categories awarded. Each category of a grant is reported separately on the same report form for that grant. The columns are self-explanatory. The total of the columns must equal the amounts as appropriate in the Status of Funds section. LEPCs may spend more than is awarded in the grant by supplementing funds from other resources. In this case, please include the additional amount in the “Match” line of this section.

Total reimbursement/advance requested on this report is the amount to be reimbursed or advanced on this report. The amount will reflect the total expenditures minus any match or the amount of the advance requested. If expenditures exceed the amount advanced, you may request reimbursement of the difference. Include a letter of explanation and justification.

All reports must be signed and dated by the LEPC Chair or the Fiscal Officer.

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APPENDIX

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APPENDIX

M

STATE OF NEVADA

STATE EMERGENCY RESPONSE COMMISSION

ORIGINATED BY: Karen J. Kennard REVISED BY: Karen J. Kennard	ORIGINATED DATE: 09/06/02 REVISED DATE: 04/08/04	APPROVED BY: Richard Brenner, Co-Chair Richard Mirgon, Co-Chair
DATE ISSUED: 09/06/02	DATE EFFECTIVE: 09/06/02	SUBJECT: Grantee Reporting
PROCESSED BY:	SPECIAL INSTRUCTIONS:	POLICY NO: SERC 8.6

PRINCIPLE:

The State Emergency Response Commission requires proper reporting by grantees to provide integrity to the use of grant funds.

POLICY:

- A. Grantees are required to submit proper financial reporting pursuant to SERC policy 8.5.
 - 1. The Financial Report form will be submitted to request an advance of funds, to report on expenditures made with advanced funds, or to request a reimbursement for expenditures. If no funds are requested, a financial report indicating no expenditures were made is due by the end of the month following the end of the quarter.
- B. Grantees are required to submit annual progress reports by July 31.
 - 1. An annual progress report summarizing LEPC accomplishments and activities performed using the funds from all grants awarded during the reporting year ending June 30 will be submitted by July 31. This report will verify the activities have met the goals and objectives outlined in the grant applications and will include all exercises (full-scale and tabletop) and all real events responded to. Reference SERC Policy 8.8.
- C. Failure to submit proper reports pursuant to this policy may jeopardize future funding from the SERC.

PROCEDURES:

There are no specific procedures for this policy.

APPENDIX

N

OUTLINE OF ANNUAL PROGRESS REPORT

- 1) Name of LEPC, reporting period, and date of report.
- 2) Summarize LEPC activities and accomplishments performed using the funds from all grants awarded during the reporting year ending June 30. Explain the annual progress of the LEPC as a whole.
 - a) List grants awarded. Include grant number and amounts actually expended.
 - b) Report on the status of achieving the LEPC goals and objectives as outlined in the grant applications.
 - c) List equipment purchased, who received it, and the benefits derived.
 - d) Report on training received.
 - i) Provide attendance rosters or a list of trainees including names, positions, and duty stations.
 - ii) Give the degree of accomplishment, (awareness, operations, technician.)
 - iii) List source of training (State Fire Marshal, All Clear, HazMat Explo, etc.), number of hours completed, and an explanation of the training.
 - e) Detail all planning accomplished.
- 3) Summarize all exercises (full-scale and tabletop) and all real events responded to.
 - a) Report on dates, locations, list of attendees and/or responders.
 - b) Report on the occurrence of the real events, results, evaluations, and lessons learned.
 - c) Report on full-scale and tabletop exercises including goals, location, duration, results, evaluations, lessons learned, corrective action plans, etc.
- 4) Summarize outreach activities performed by the LEPC.
 - a) Report on training provided to the public.
 - b) Report on public relations efforts within the communities.
- 5) Report must be signed and dated by the LEPC Chair. **This report is due annually on or before July 31.**

APPENDIX

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STATE OF NEVADA

STATE EMERGENCY RESPONSE COMMISSION

ORIGINATED BY: Karen J. Kennard	ORIGINATED DATE: 7/10/03 REVISED DATE: 04/08/04	APPROVED BY: Richard Brenner, Co-Chair Richard Mirgon, Co-Chair
REVISED BY: Karen J. Kennard		
DATE ISSUED: 7/10/03	DATE EFFECTIVE: 7/10/03	SUBJECT: Grant Change Request
PROCESSED BY:	SPECIAL INSTRUCTIONS:	POLICY NO: SERC 8.7

PRINCIPLE:

The State Emergency Response Commission awards grants with funds from the Federal Government, fees collected from facilities and other sources of revenue within the State of Nevada. It may become necessary for the grantee and/or sub-grantee to request a grant change due to change in circumstances.

POLICY:

Grants are awarded consistent with the SERC approved amounts and conditions. Expenditures must be made in accordance with the grant award. In the event of changed circumstances, the grantee or sub-grantee may submit a grant change request. The request must be submitted to the SERC under signature of the grantee or sub-grantee and include the justification or documentation for the proposed change.

The Executive Director will review grant change requests for completeness and may approve changes involving personnel. Revisions considered to be 10% or greater and/or significant changes to the scope of the intent of the original grant requires approval by the Chair of the Funding Committee and may require review by the Funding Committee at direction of the Chair. Approvals must be made or Committee review must be scheduled within 5 business days. The grantee or sub-grantee will be notified of the resulting action within the next 5 business days. All project change actions will be agendized at the following Funding Committee meeting for ratification.

Appeals of the actions by the Executive Director, Funding Committee Chair or the Funding Committee may be made to the SERC.

Implementation of any changes may be made only after approval in writing or on the record at a SERC or Funding Committee meeting.

PROCEDURES:

These guidelines will be followed to properly request and justify a grant change:

- % Change in grant personnel must be made on the Grant Change Request form.
- % Change in funding categories must be requested on the Grant Change Request form and supported by a written justification as to why the change is needed.
- % Change in the use of funds within the same category or change in goals and/or objectives must be requested in a written justification as to why the change is needed.

APPENDIX

P

STATE OF NEVADA
State Emergency Response Commission
GRANT CHANGE REQUEST

LEPC : _____ **Grant No:** _____

Address: _____

Grant Title: _____ **Request No:** _____

The following change, amendment, or adjustment to the above grant is requested. (Check one or more).

Grant Period Extension LEPC Chair or Fiscal Officer Change

Budget Revision (Complete Summary Below)

BUDGET REVISION SUMMARY

Category	Current Budget	Requested Budget Change	Net Change*
Operations			
Planning			
Training			
Equipment			
TOTAL			-0-

*This column is provided so you can check your math.

OTHER CHANGES

LEPC Chair (signed by the outgoing Chair) or **Fiscal Officer change**

From: _____ To: _____

Grant Period From: _____ To: _____

NOTE: A written explanation of what the requested changes are and why the money needs to be shifted (increased or decreased) among budget categories MUST BE PROVIDED. Do not proceed with changes until a signed approval has been received.

V _____ Approval LEPC Chair Date	V _____ Approval SERC Date
---	---

GRANT CHANGE REQUEST

Instructions

1. Include all requested information including the grant number. For clarification, the "Request No. " denotes the number of change requests you have asked for on that specific grant.
2. Check one or more reasons the change is needed.
3. BUDGET REVISION SUMMARY - In the Current Budget column insert your current budget. In the Requested Budget Change column insert what you would like your budget to be changed to. The last column, Net Change, is primarily for checking your math. The pluses and minuses should always equal zero.

Sample:

Category	Current Budget	Requested Budget Change	Net Change
Operations			
Planning	\$5,000	\$5,000	0
Training	\$10,000	\$13,000	+ \$3,000
Equipment	\$10,000	\$7,000	- \$3,000
Total	\$25,000	\$25,000	0

Note: Upon SERC approval, the requested budget change becomes the current budget.

1. If the Grant Period needs to be extended, please provide the current concluding date, i.e. 06/30/01, to what you are requesting, i.e.,09/30/01.
2. We ALWAYS need to have an explanation of why a change is requested. Please submit a written explanation with the Change Request.
3. The form needs to be signed by the LEPC Chair or a designated representative.

Do not proceed until SERC has given approval for the change.

APPENDIX

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STATE OF NEVADA

STATE EMERGENCY RESPONSE COMMISSION

ORIGINATED BY: Mary Lynne Evans	ORIGINATED DATE: 02/22/00	APPROVED BY: Richard Brenner, Co-Chair
REVISED BY: Karen J. Kennard	REVISED DATE: 04-08-04	Richard Mirgon, Co-Chair
DATE ISSUED: 03/01/00	DATE EFFECTIVE: 03/01/00	SUBJECT: Sub-recipient Program Monitoring and Financial Audits
PROCESSED BY:	SPECIAL INSTRUCTIONS:	POLICY NO: SERC 8.8

PRINCIPLE:

The State Emergency Response Commission awards grants with funds from the Federal Government, fees collected from facilities and other sources of revenue within the State of Nevada. It is the responsibility of the SERC staff to verify funds are being utilized correctly by monitoring and auditing expenditures.

POLICY:

With the dissemination of monies obtained from fees and federal funding to the Local Emergency Planning Committees, the SERC will invoke all federal and state rules and regulations which are pertinent to grants management. The grantee is monitored both fiscally and programmatically.

The SERC provides grants based on the state fiscal year. Quarters are as follows:

1 st quarter	July – September
2 nd quarter	October – December
3 rd quarter	January – March
4 th quarter	April – June

PROCEDURES:

- A. Financial Reports are required from all grantees. The report consists of an accounting of grant expenditures, invoices and proof of payment. Reference SERC Policy 8.5.
- B. Staff will perform a desk audit on the documentation submitted to substantiate the expenditures of the project.
 - 1. The expenditures will be compared to the amounts approved in the grant award documents.
 - 2. The mathematics of the claim are verified and noted by initialing and dating the report form.

3. Expenditures are tracked on the LEPC Grant Awards spreadsheet on the computer at K:\groups\SERC\Shared\Grants\FY** County Grant Awards.
 4. The Financial Report is filed in the appropriate grant file.
- C. Any discrepancies in the claim will be handled using the following procedures:
1. Staff will contact the LEPC chair and/or the fiscal officer to obtain clarification and resolve the issue. If the issue is not resolved,
 2. The Executive Director will contact the LEPC chair, the fiscal officer and/or the County Manager or a designee to resolve the issue.
 3. If the discrepancy is blatant, the Executive Director will notify the Funding Committee Chair and SERC Co-Chairs and the proper course of action will be determined.
- D. Delinquent financial reports will be handled as follows:
1. 30 days past due – the LEPC Chair will be notified in writing.
 2. 45 days past due – the County Manager or a designee will be contacted.
 3. 60 days past due – the Executive Director will make every attempt to resolve or take appropriate action. The SERC will be notified and the grant will be in jeopardy.
- E. Annual Progress Reports summarizing LEPC activities and accomplishments on all grants awarded during the reporting year ending June 30 will be submitted by July 31. These reports will include all exercises (full-scale and tabletop) and all real events responded to. Staff will review the reports received from the LEPCs and verify the activities meet the goals and objectives of the grants. Any discrepancies are discussed with the Executive Director for further action. Further action may require a telephone call or a letter to the LEPC chair and notification to the Funding Committee Chair and the SERC Co-Chairs.
- F. Staff will audit and monitor a minimum of 8 grantee/sub-grantees per year. This shall include:
1. Program Monitoring:
 - a. An on-site review of the program will be performed. The goals and objectives of the LEPC shall be reviewed to determine if the LEPC is working within the scope of the project.
 - b. Staff will attend a LEPC meeting to observe and provide technical assistance if needed.

- c. A written report of the monitoring trip will be completed, reviewed and approved by the Executive Director, and disseminated as follows:
 - 1) One copy in the project file
 - 2) One copy to the LEPC Chair.
 - 3) Verbal summary provided to the Funding Committee.

2. Financial Audit:

- a. An on-site audit of the financial record and accounting practices will be performed by the SERC staff. This will include:
 - 1) A visit to the financial office responsible for the public monies which are in that county.
 - 2) Review of the separation of funds.
 - 3) Review how the financial officer/LEPC determines costs applicable to the SERC grant.
- b. A written report of the audit trip will be completed, reviewed and approved by the Executive Director, and disseminated as follows:
 - 1) One copy in the project file.
 - 2) One copy to the LEPC Chair.
 - 3) Verbal summary provided to the Funding Committee.

- G. If necessary, a follow-up documented discussion will be held within 60 days or as otherwise scheduled to ensure compliance and/or implementation of pertinent laws, regulations, rules and recommendations. If compliance and/or implementation has not occurred, the issues will be agendized at the next SERC meeting for further corrective action.
- H. LEPCs receiving federal funds from the SERC are required to submit a copy of the independent Single Audit report to the granting agency. To save duplication, SERC staff will review copies forwarded to the Division of Emergency Management to ensure proper amounts reflected and to determine the effect, if any, findings may have on the administration of grants through this office. Findings, recommendations or concerns will be addressed appropriately with the grantee/sub-grantee. A memo will be placed in the grantee/sub-grantee file reflecting the review of the audit report and any subsequent action.
- I. The SERC has adopted performance measures prescribing each member attend a minimum of one LEPC meeting per year. When attending the meeting(s), the Commission member is instructed to provide technical assistance and assess any needs which can be provided to the LEPC. Any findings will be submitted to the SERC to be filed in the appropriate LEPC file. Staff will follow up on the recommendations of the Commission member and notify the SERC as appropriate.

APPENDIX

R

STATE OF NEVADA

STATE EMERGENCY RESPONSE COMMISSION

ORIGINATED BY: Karen J. Kennard REVISED BY: Karen J. Kennard	ORIGINATED DATE: 05/01/03 REVISED DATE: 04/08/04	APPROVED BY: Richard Brenner, Co-Chair Richard Mirgon, Co-Chair
DATE ISSUED: 05/01/03	DATE EFFECTIVE: 05/01/03	SUBJECT: LEPC Submission of Bylaws and Membership lists
PROCESSED BY:	SPECIAL INSTRUCTIONS:	POLICY NO: SERC 8.9

PRINCIPLE:

Pursuant to Federal law, the State Emergency Response Commission shall supervise and coordinate the activities of the Local Emergency Planning Committees (LEPC).

POLICY:

Each LEPC shall submit its current bylaws and membership list to the State Emergency Response Commission for review by the Bylaws Committee for compliance with federal and state laws and regulations.

PROCEDURES:

Annually, in conjunction with the SERC grant application cycle, each LEPC shall submit its Bylaws and membership lists.

- A. Bylaws must be reviewed, and if necessary updated, annually by the LEPC. Any updates to bylaws and membership lists, or written notification there are no changes, will be submitted by each LEPC to the SERC by March 31 each year.
- B. The SERC Bylaws Committee will review the LEPC bylaws and membership lists to ensure compliance with federal and state laws and regulations.
- C. The Bylaws Committee will report any deficiencies to the Commission.
- D. The Commission will take appropriate action based on the deficiency to resolve the problem.

APPENDIX

S

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By-Laws County Local Emergency Planning Committee (LEPC)

ARTICLE I Mission/Purpose

State the mission of the LEPC including SARA Title III, hazardous materials and related public safety matters.

ARTICLE II Duties

State how the mission will be accomplished.

ARTICLE III Members

As a minimum, the LEPC shall consist of representatives of the following groups or organizations: elected officials; law enforcement; emergency management; fire response; emergency medical services; environmental; hospital; transportation; media; community groups; owners and operators of facilities subject to reporting under the Emergency Planning and Right-to-know Act (EPCRA); and the general public.

ARTICLE IV Officers

Officers of the LEPC shall be the Chairman, Vice-Chairman, Secretary and Treasurer. The Chairman, Vice-Chairman and Treasurer shall be elected by the members of the LEPC and shall hold office for two years. Elections will be held in the month of September and new officers will take office on October 1 of the year elected. The Chairman and Treasurer shall be elected in odd numbered years and the Vice-Chairman shall be elected in even numbered years. In the event of the Vice-Chairman becoming Chairman, a special election will be held for the remainder of the Vice-Chairman's term of office.

ARTICLE V

Meetings

(Confer with the county attorney on the requirements pursuant to the Open Meeting Law.) Meetings are open to the public and shall be held on a regularly schedules basis. Notice of all meetings shall be published in the local media at least five days prior to the meetings.

ARTICLE VI

Public Availability

The _____ County LEPC shall annually publish a notice in the (local Newspaper) _____, advising the Hazardous Material Safety Data Sheets (MSDS) or chemical inventory lists, and follow-up emergency notices are available for public review; consistent with Section 322 of the Emergency Planning and Community Right-to-know Act (EPCRA). The public notice shall also state that follow-up emergency notices may be issued.

The public may review these documents at

_____,
during normal office hours.

ARTICLE VII

Public Request for Information

Any person may submit a written request for information under Section 311, 312, and 324 of EPCRA. Requests shall be addressed to the _____ County LEPC (Address). The LEPC shall respond to requests for information no later than 45 days from the receipt of request. The LEPC Chairman shall serve as the Coordinator of Information.

ARTICLE VIII

Public Comment

Public comments concerning the Hazardous Materials Response Plan Annex, or LEPC activities in general are welcome. The Hazardous Materials Response Plan Annex will be open for discussion at every LEPC meeting. Comments or questions directed to the LEPC will be answered in writing within 14 working days, after appropriate coordination.

ARTICLE IX
Distribution of the Hazardous Materials Response Plan Annex

Routine distribution of the Response Plan will be in accordance with operational needs. Copies of the most recent published plan will be available for public review in the _____ during normal office hours.

ARTICLE X
Dissolution of LEPC

In the event that the _____ County LEPC is dissolved or becomes inactive as determined by the _____ County Board of Commissioners; all equipment and LEPC responsibilities shall revert to the _____ County Board of Commissioners.

APPENDIX

T

LEPC REQUIREMENTS FISCAL YEAR TIME LINE

** The following is an estimated LEPC time line in relation to SERC requirements. Dates are subject to change.**

July 1	New fiscal year. SERC Planning, Training, Equipment and Operations project period begins
July 31	Annual Progress Report on grants from previous fiscal year due
August	U.S. Department of Transportation, Hazardous Materials Emergency Preparedness (HMEP) Grant applications sent to LEPCs
August 15	Final Financial Report due to close out previous fiscal year grants
September 15	HMEP Grant applications due
September 30	End of quarter
October	SERC approval of HMEP Grant applications
October 31	Financial Report due if no expenditures were made during the quarter
December 31	End of quarter
January	SERC Planning, Training, Equipment Grant Applications sent
January 31	Hazardous Materials Emergency Response Plan update or report of review of plan due
January 31	Financial Report due if no expenditures were made during the quarter
February	SERC Planning and Training Subcommittee review of Hazardous Materials Emergency Response Plan updates and recommendations made
March 31	End of quarter, LEPC Compliance Certification due
April 1	SERC Planning, Training, Equipment Grant Applications, current LEPC Bylaws and membership lists due
April 15	Compliance with SERC Planning and Training Subcommittee recommendations on Hazardous Materials Emergency Response Plan due
April 30	Financial Report due if no expenditures were made during the quarter
May	SERC approval of SERC Planning, Training, Equipment Grant Applications
June 30	End of quarter, end of fiscal year, end of state fiscal year grant period